

Brookings County
Capital Asset Form
TRANSFERS, SURPLUS & DISPOSALS

Complete this form for all capital asset Transfers, Disposals, or items
declared surplus – sold, donated, salvaged, destroyed, trade-in, lost/stolen

Capital Assets include land, buildings, building improvements, machinery, equipment, computer software/hardware,
and infrastructure with a useful life greater than one year and original cost greater than \$500.

☐ Transfer

☒ Surplus

☐ Disposal

Asset # & Description:

Melroe Angle Broom Core
No asset # -

Serial/VIN Number:

690103001

Model or Product:

Melroe

To Dispose an Asset:

Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

Use for parts

For Surplus:

☒ YES

☐ NO

Disposal Date:

10-4-2016

To Transfer between Departments:

Transfer From:

Transfer To:

Department:

Department:

Location:

Location:

Date:

Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments:

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Transfer



Surplus



Disposal

Asset # & Description:

Asset # 00395
2000 Ford F150 Pickup

Serial/VIN Number:

SN-1FTRX18L4YKA54327

Model or Product:

Ford F150

To Dispose an Asset:

Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

Auction

For Surplus:



YES



NO

Disposal Date:

9-20-2016

To Transfer between Departments:

Transfer From:

Department:

Location:

Date:

Transfer To:

Department:

Location:

Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments:

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☐

Transfer

☒

Surplus

☐

Disposal

Asset # & Description:

Gas Dispenser
No asset #

Serial/VIN Number:

305 S7B

Model or Product:

3/G1201P/2HJK/W

To Dispose an Asset:

Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

Sell on surplus Sale

For Surplus:

☒

YES

☐

NO

Disposal Date:

September 6, 2016

To Transfer between Departments:

Transfer From:

Department:

Location:

Date:

Transfer To:

Department:

Location:

Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments: